

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

# IT Professional Technical Services

## SITE Program

### T#:14ATM

**Request for Offers (RFO) For Technology Services Issued By  
Office of MN.IT Services @ Department of Corrections**

**Project Title:** State Supervision System Analyst (S3)

**Category:** Analyst

#### **Background and Business Need**

MN.IT @ Corrections seeks an analyst to document and improve the business requirements for the Statewide Supervision System (S3) and other information systems as needed.

S3 is a secure centralized website containing information on offenders under community supervision, and in jails, prisons and detention facilities. This system also includes Facility Inspection and Enforcement information, Assessment tools, Sentencing Guidelines Worksheets, and other functions. Over 140 agencies provide detention, supervision, prison and sentencing guidelines data to Statewide Supervision's Search function.

#### **Project Deliverables**

The analyst selected for this project will elicit, specify and document business processes and requirements for both the as-is and to-be business processes that are related to or supported by S3. This includes generating and/or updating S3 requirements specifications. The analyst will work with both the business and technical teams to fully define new features requested of the system.

The successful candidate must be able to work independently with minimal guidance, while also participating on a team. S/he will need to utilize strong analytical and people skills to grasp key points from complicated details and to quickly learn business processes. This position will include extensive documentation of business requirements.

The analysts selected for this engagement will be responsible for:

- Defining and documenting business and technical requirements using MN.IT @ Corrections templates;
- Defining and documenting as-is and to-be processes;
- Leading Joint Application Design (JAD) sessions;
- Extracting, discovering, capturing and managing business and technical requirements from JAD sessions;
- Ensuring that the extracted business rules reflect the business intent and will result in the desired business behavior;

- Working closely with architects, developers and quality analysts to help them design application changes in a way that ensures that the resulting application reflects the business intent and that the application will result in the desired business behavior.

### **Project Milestones and Schedule**

The milestones and schedule will be developed for each process improvement effort. Software releases are approximately quarterly throughout the year.

The initial contract is for one year. Extensions to the contract will be considered based on funding and need.

### **Project Environment**

There will be 3-4 people on the S3 team. This position would be the only Business Analyst on the team.

### **Project Requirements**

Business rules must be in compliance with statewide Enterprise Architecture, Project Management Methodology and applicable industry/agency standards.

It is expected that the selected vendor will work onsite at the DOC Central Office location. DOC will provide appropriate work space.

Project completion includes knowledge transfer to MN.IT @ Corrections staff so they can continue with the initiative after the contract is done.

Candidates will participate in an in-person interview at DOC's Central Office.

### **Responsibilities Expected of the Selected Vendor**

The selected vendor is expected to:

1. Provide qualified candidates.
2. Comply with MN.IT @ DOC invoicing requirements.
3. Meet with the Application Director as needed to discuss the performance of the selected candidate.
4. Insure knowledge transfer of processes and information.
5. Have the candidate pass a background check with the Department of Corrections prior to engagement start.

**Mandatory Qualifications** (To be initially scored as pass/fail. Thereafter, proposed resource(s) that meet the Mandatory Qualifications will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.)

The vendor will provide an Analyst with the following required minimum skills:

- At least 7 years of experience eliciting and documenting business requirements;
- At least 2 engagements longer than 1 year in a Business Analyst role;
- At least 2 engagements demonstrating experience with the Software Development Life Cycle.

## Desired Skills

- Criminal Justice experience (1 or more engagements);
- Experience with As-is and To-be process documentation (2 or more engagements);
- Experience Designing the business requirement collection approach based on the project scope and SDLC Methodology;
- Experience with the following tools: Microsoft Office, Team Foundation Server, SharePoint, Microsoft Visio (or Balsamiq).

## Process Schedule

Process Milestone	Due Date
Deadline for Questions	05/11/2016, 2:00 PM
Anticipated Posted Response to Question	05/12/2016
Proposals due	05/17/2016, 2:00 PM
Anticipated proposal evaluation begins	05/20/2016
Anticipated proposal evaluation (incl. interviews) & decision	06/01/2016

## Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Joyce Simon  
 Organization: MN.IT @ Corrections  
 Email Address: joyce.simon@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

## RFO Evaluation Process

- Mandatory Minimums (The extent to which the resource exceeds the Mandatory Minimums) (40%)
- Desired Skills (30%)
- Cost (30%)

The State reserves the right to interview a short-list of candidates who have received the highest scores. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process.

**This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.**

## Submission Format

The proposal should be assembled as follows:

### 1. Cover Page

Vendor name and full address  
 Contact name for Vendor  
 Contact's direct phone/cell phone (if applicable)  
 Contact's email  
 Resource Name(s) being submitted

### 2. Overall Experience:

1. Provide a **listing of required skills met** from the list above, including companies and contacts where your resource has demonstrated the required skills. If pass/fail requirements are not met, the State will discontinue further scoring of the proposal.
2. Points will also be awarded based on the desired skills noted above. Provide a **listing of desired skills met** which highlight the resource's desired skills noted above.
3. Attach a **resume** for proposed resource in addition to the narrative description. Be certain the resume has start and end dates of work (MM/YYYY) and notes whether the resource was an employee or consultant. Resume should reflect required and desired skills.

### 3. Submission Guidelines:

Combine cover page, resume and requirements in to one document and name as follows: vendor name/candidate name(s)/Technical/RFO#.

### 4. Cost Proposal

Cost Proposal must be in a separate document and not listed in any other place in your submission. Document naming convention: "<Vendor name> <Resource name> <Cost proposal>". Example: ABC Company - John Doe - Cost. In the cost proposal, include vendor name, resource name and hourly rate.

5. **Conflict of interest statement as it relates to this project.** Responder must complete the conflict of interest statement as it relates to this project in accordance with the requirements set forth below.

### 6. Additional Statement and forms:

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented.

## Proposal Submission Instructions

- **Vendor is limited to submission of 1 candidate in response to this Request for Offers**
- Response Information: The resume and required forms must be transmitted via e-mail to:
  - Email response as attachment to Joyce Simon, MN.IT @ DPS  
[joyce.simon@state.mn.us](mailto:joyce.simon@state.mn.us) and cc [debra.a.johnson@state.mn.us](mailto:debra.a.johnson@state.mn.us).
  - **In subject line:** RFO response: Company name – Candidate last name
  - The technical proposal and cost sheet may be word or pdf documents. **The document title should include the company name and the last name of the candidate(s). The title of the cost sheet should identify it as the cost proposal. Do not imbed documents within the proposal.**
  - Please proofread your offering to ensure it references this posting only, that you have included all the required documents and that the readers of the proposal can easily discern your candidate(s)' qualifications.
  - Email subject line must read: Company Name – Resource Name - RFO Number
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us). Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

# General Requirements

## Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

## Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

## Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

## Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest.

An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### **IT Accessibility Standards**

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### **Veteran-Owned Small Business Preference**

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

### **Work Force Certification**

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota

Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

**Equal Pay Certification**

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).